

# ARTS LEARNING & OUTREACH: TEACHER MINI GRANTS PROGRAM

## *D.C. Commission on the Arts & Humanities*

### **Deadline**

Thursday, September 30, 2004, at 6:00 p.m.

Thursday, January 13, 2005, at 6:00 p.m.

All applications must be received at the Commission office by this time.

### **Arts Learning & Outreach: Teacher Mini Grant Workshops**

Assistance in preparing applications is available through workshops for individuals and organization representatives to be held on Teacher Mini-Grant Workshops

Assistance in preparing applications is available through workshops held of:

- Wednesday, September 15, 2004, 5:00 – 6:30 p.m.
- Thursday, September 23, 2004, 5:00 – 6:30 p.m.
- Wednesday, December 15, 2004, 5:00 – 6:00 p.m.
- Wednesday, January 5, 2005, 5:00 – 6:30 p.m.

**The workshop is required for new applicants and strongly recommended for all others.**

### **About the Arts Learning & Outreach: Teacher Mini Grant Program**

#### APPLICATION GUIDELINES FOR TEACHERS FY 2005

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and Humanities  
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Anthony Gittens  
Executive Director



Government of the District  
of Columbia  
Anthony A. Williams, Mayor

The D.C. Commission on the Arts and Humanities is pleased to again offer the Teacher Mini-Grant Program during FY2005. The purpose of the grant is to encourage creative arts education projects in D.C. Public Schools and Public Charter Schools and to support the development and implementation of innovative teaching strategies to support DCPS Arts Content Standards. Activities must occur between October 2004 – September 2005.

### **The Mini-Grant Program is divided into two categories:**

#### *Arts Curriculum Development and Artist Residency Program*

See page two of the application for types of projects funded and eligibility requirements.

### **About the Workshops** (see dates listed above)

The TMG workshop is recommended for all applicants and grantees. The workshop offers technical assistance in the following areas: application procedure, criteria for funding, and examples of eligible projects. **It is recommended, regardless of prior funding, that all applicants attend one of the sessions.** Please notify Mary Liniger, AIE Coordinator, regarding which session you will attend.



### **Accessibility Services**

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

### **Proveemos asistencia en ESPAÑOL con previo aviso.**

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

## Eligibility

This grant is available to **full-time arts teachers** (visual arts, music, dance, creative writing and theater), grades pre-K-12, in D.C. Public Schools and Public Charter Schools. **Non-arts teachers may only apply to the program if partnering with an arts teacher.** Teachers may receive up to two professional development/curriculum development grants per school year; schools may receive up to two residencies per year. Schools may apply for an artist residency only as part of their arts program; funds may not be used to augment teacher salaries during the normal school day. The Commission is unable to fund projects that are already receiving Commission funding through another grant program. **This is a competitive grant; applications will be awarded funds on the basis of project impact, artistic merit, and realistic budgeting. All grants are contingent upon the availability of funds.** Incomplete applications will not be forwarded to panel for review.

## Grant Amounts

**Arts Education Teacher Mini-Grants may not be used to:**

- \*Purchase computers or other equipment with a value of \$500 or over per unit and with a life expectancy of more than two years
- \*Pay for food
- \*Pay for stipends (other than artist residency honorariums)
- \*Pay for materials not directly related to the proposed project
- \*Pay for programs already supported by the Commission's other grant programs

Funds from the Arts Education Teacher Mini-Grant Program are able to provide \$500-\$1,500 competitive grants to teachers. There is no matching requirement for the grant; however, expenses over the grant amount should be detailed in the budget and budget narrative.

### Curriculum Development/Professional Development Mini-Grant

#### *Grants up to \$500*

Curriculum/Professional Development Mini-Grants may be used to develop and/or create innovative instructional strategies that enhance student learning outcomes in the arts or through arts-integrated curricular activities.

### Artist Residency Mini-Grant

#### *Grants up to \$1,500*

Artist Residency Mini-Grants may be used to host a residency with an artist from the Arts Commission's Artist Roster. Non-roster artists may be used, provided the applicant includes the artist's resume and a work sample demonstrating their artistic merit. An artist in residence can help teachers explore new ways of approaching subject matter and new and different art forms not usually available at the school. Artist residencies may include activities such as lecture/demonstrations and workshops. A residency may be between three days to several weeks in length; artist honoraria should be no less than 50% of the total grant request.

**All grants are contingent upon the availability of funds. Incomplete applications will not be forwarded to panel for review.**

## Notification and Grant Period

All applicants will be notified of grant decisions, in writing, after October 15, 2005. Grants awarded for FY 2005 must be spent between October 1, 2004 and September 30, 2005. A Final Narrative Report will be due by October 15, 2005. All former grantees are required to have submitted any outstanding final reports to be considered for funding.

## Evaluation Criteria

The following criteria will be used to evaluate the application submissions, artistic work samples and other support materials:

- Quality of Plan
- Engagement
- Assessment and Follow-Through

Further details on the evaluation criteria can be found on page 17 of the FY2005 Guide to Grants.

## Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

**2005**

☐ **SUBMIT: ONE ORIGINAL PACKET** (the signed application form and its attachments) and **5 COPIES, COLLATED, BINDER CLIPPED or STAPLED.** Please type (12 point).

Artistic Discipline: ☐ Crafts ☐ Dance ☐ Literature ☐ Media  
(check one) ☐ Theater ☐ Visual Arts ☐ Multidisciplinary ☐ Music  
☐ Interdisciplinary/Performance Art

Amount Requested: \$ \_\_\_\_\_

Curriculum Development grant – maximum \$500 · Artist

Residency Grant – maximum \$1,500

Teacher's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

School Name: \_\_\_\_\_

School Street Address \_\_\_\_\_

WDC, Zip Code \_\_\_\_\_ Ward # \_\_\_\_\_

School Telephone \_\_\_\_\_ School Fax \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Please check one: ☐ Curriculum-Professional Development

☐ Artist Residency

Check One: ☐ DCPS ☐ DC Public Charter School

PROJECT SUMMARY (up to 30 words, use the space provided, do not photo reduce)

PLEASE ATTACH THE FOLLOWING TO THE APPLICATION FORM Collate in the exact order listed below. Use 8 1/2" X 11" sheets. (Applications should not exceed ten (10) pages total.)

Project Description – Describe project goals, objectives, number of students served (if applicable), and evaluation process. Please describe how the project meets DCPS content standards, and list specific standards. For professional development application, describe how professional development activity will benefit participant(s);

Complete project budget (see back page of application) and include a narrative explaining all expenses;

No more than four items of additional materials (letters of support, programs, brochures, work samples, etc.);

Biography and/or resume of artistic personnel involved in the project.

If Artist Residency Application: Signed letter of interest and support from Residency Artist

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE \_\_\_\_\_  
(TEACHER SIGNATURE)

\_\_\_\_\_  
(PRINTED NAME)

SIGNATURE \_\_\_\_\_  
(PRINCIPAL SIGNATURE)

\_\_\_\_\_  
(PRINTED NAME)

DATE \_\_\_\_\_

# TMG

## 2005

### Budget Form

#### Curriculum Development/Professional Development Grant (\$500 maximum)

##### INCOME

Teacher Mini Grant Request \_\_\_\_\_

Outside Income \_\_\_\_\_

**TOTAL INCOME** \_\_\_\_\_

##### EXPENSES

Professional Fees \_\_\_\_\_

Materials/Supplies\* \_\_\_\_\_

Other Costs \_\_\_\_\_  
(Travel/hotel/etc. for professional development if applicable)

**TOTAL EXPENSES** \_\_\_\_\_

#### Artist Residency Grant (\$1,500 maximum)

##### INCOME

Grant Request \_\_\_\_\_

Outside Income \_\_\_\_\_  
(Please detail)

**TOTAL INCOME** \_\_\_\_\_

##### EXPENSES

Residency Artist's Fees \_\_\_\_\_  
(Minimum 3 days, \$210 per day/\$30 per hour)

Other Costs \_\_\_\_\_

**TOTAL EXPENSES** \_\_\_\_\_

\*Use of grant funds to purchase equipment of \$500 or more per unit, with life expectancy of than two years is not allowable.